



To ALL Providers

Kent County Council
Management Information (CYPE)
2nd Floor, Invicta House,
Maidstone,
Kent,
ME14 1XX

Email: MIEarlyYears@kent.gov.uk
Our ref: FINAL/SPR24
Date: 12th January 2024

Dear Colleague,

Free Entitlement and Childcare Period 02/01/2024 – 12/04/2024 Spring Actuals Claim

The Headcount Week is next Monday 15th January – Friday 19th January 2024. If your setting is claiming funding for 38 weeks a year the maximum number of weeks that can be claimed for this term is **11**. As you have advised us you are providing stretched funding, over 48 weeks, the maximum number of weeks that can be claimed for this term is **14**. Please ensure that all parents/carers have completed and signed a parental declaration for this term.

Census Week

Census Week is also Monday 15th January – Friday 19th January 2024, therefore any children in attendance during this week *must* have “Present During Census” ticked.

Child Details Parent / Carer Details **Funding Details** Notes

Funding Details

Start Date* 01-Jan-2023

End Date* 16-Apr-2023

Default Term Dates

Weeks Attended in Term*

Present during Census

Attends Two Days or More

Nominated for DAF* Yes No

Stretching Entitlement

If a child has not attended your setting during census week, you should not put them on your headcount submission and submit them via the adjustment process which opens Wednesday 24th January 2024.

The date of birth range for Spring 2024 term is below:

Term	3 Year Olds	4 Year Olds	Whole DOB Range
Spring 2024	01/01/2020 to 31/12/2020	01/01/2019 to 31/12/2019	01/01/2019 to 31/12/2020

Synergy FIS Provider Portal

For the Spring 2024 Headcount the 'Actuals' tab will be open from today, Friday 12th January to Tuesday 23rd January 2024. **If you have submitted claims prior to Friday 12th January 2024 these will be deleted.**

Claims **should not** be submitted for children who are not in attendance during headcount week unless there is a known reason (i.e. sickness or holiday). The deadline for submitting your claim is **5pm on Tuesday 23rd January 2024**. Balancing payments should be in Providers' accounts week commencing Monday 19th February 2024.

The 'Actuals' tab will show details of children who claimed funding last term, however, to avoid incorrect submissions, no hours have been carried forward. You will need to add the funded hours for **all** children (both universal and, where applicable extended hours) and check the weeks attended in the term are correct. If you need to delete any children that are no longer at the setting, please click the black X next to their name, further guidance can be found on page 8 of the headcount guidance.

The link for Synergy FIS Provider Portal and the guidance notes are available on KELSI:

<http://www.kelsi.org.uk/school-management/data-and-reporting/management-information/early-years-free-entitlement>

Please be aware that passwords will need to be reset every 42 days.

Important update regarding unsubmitted claims

Due to ongoing issues with the Synergy FIS Provider Portal, settings are no-longer advised to look for a green "Submission successful" bar. Providers are advised to check the status of each child in their list.

Awaiting LA Deletion – Deleted child awaiting removal by MI.

Awaiting LA Download – Claim submitted and received by MI.

Blank – Claim received and processed by MI.

Unsubmitted claim – MI has not received your claim for this child and it will not be processed until submitted.

Your screenshot evidence should include all children on your submission.

The Working Parents Entitlement (Previously 30 Hours Entitlement)

In order to receive payment, you must have completed a Working Parents Entitlement validation check through KELSI for **all** children you are claiming the entitlement for. Please check your records to ensure this has been completed to avoid your payment being withheld.

You must only submit a claim for the working entitlement hours using a code that is valid for the Spring terms. If the start date of the code is after 31st December 2023, it is not valid for a Spring term claim. If you submit a claim and an invalid code is accepted in your headcount submission, this will **not** be processed for payment.

Full information on the working entitlement is available on KELSI.

Stretched Funding

There are 2 choices in how to claim stretched funding:

Option 1: Claim the funding as non-stretched (over 38 weeks) on Synergy and stretch it yourselves with the parent.

Option 2: Claim the stretched funding over 48 weeks per year. This will either be your actual stretched offer, or you will claim 48 weeks but also stretch the funding outside of synergy as you offer over 48 weeks of the year.

If you will be claiming the stretched funding under option 1 please reply to this email to let us know.

If you will be claiming the stretched funding under option 2 the maximum number of hours that can be claimed for Spring 2024 is 168 (12 hours over 14 weeks). If you are claiming the stretched funding for a child, please ensure that you input the number of stretched weeks being claimed in the 'weeks attended in term' box and tick the 'Stretching entitlement' box.

Providers should be aware that the child's funding will be capped at 570 hours a year (the maximum number of hours the Department for Education fund Local Authorities) so Management Information will deduct any overclaimed hours in the Spring 2024 term if the child has reached the final term in their funded year.

Late Joiners

Once the Headcount data collection is over and the 'Actuals' tab is closed providers will be able to go into the adjustments tab and add late joiners – please find the full guidance on KELSI.

The adjustment tab will open from Wednesday 24th January 2024. The deadline to submit Spring 2024 Late Joiners is Thursday 18th April 2024.

Missed Headcount Appeals

The Deadline for missed headcount appeals to be submitted to Management Information is Friday 9th February 2024, appeals submitted after this date, for settings who were open and offering for Spring 2024 will not be accepted and you will not receive any funding for Spring Term.

Tips for Submitting on Synergy during Headcount Week

- Where possible, please use a computer rather than a smart phone.
- Try different browsers such as Google Chrome, Edge or Firefox.
- Always access your portal via the link on the Kelsi website.
- Do not save the link and only have it open once at any one time.
- Remember that your username is your 6-digit URN.
- Add the hours for your continuing children and submit those before adding your new children, then submit again once finalised.

Please take a screenshot of your submission as per page 22 & 35 of the Synergy guidance which can be found on KELSI

Yours sincerely,



Nathania Smith

Senior Management Information Officer – Early Years